

---

## GRANBY SANITATION DISTRICT

---

P.O. Box 560  
3493 Grand County Road 57  
Granby, CO 80446-0560  
Phone (970) 887-2052  
Fax (970) 887-9574  
[www.colorado.gov/granbysanitationdistrict](http://www.colorado.gov/granbysanitationdistrict)

December 13, 2018

Division of Local Government  
1313 Sherman Street, Room 521  
Denver, CO 80203  
Filed through DLG Electronic Filing Portal

**RE: Granby Sanitation District, LGID # 25007, 2019 BUDGET**

To whom it may concern:

Attached is the 2019 budget for Granby Sanitation District in Grand County, Colorado submitted pursuant to Sec. 29-1-113, C.R.S. This budget was adopted on November 14, 2018. An Amended Resolution To Set Mill Levies was adopted December 12, 2018 upon receipt of the Final Certification of Values from the County Assessor. If there are any questions regarding the budget please contact Tammy Granger at 970-887-2052, P.O. Box 560, Granby, Colorado 80446. The mill levy certified to the Grand County Commissioners is 0.000 mills.

**I, Tammara K. Granger, District Administrator, hereby certify that the enclosed are true and accurate copies of the Adopted Budget and Certification of Tax Levies to the Board of County Commissioners.**

Sincerely,

Tammara K. Granger  
Budget Officer

enclosures

# **GRANBY SANITATION DISTRICT**

## **2019 General Budget Information**

Granby Sanitation District's Board of Directors follows the Local Government Budget Law, Colorado Revised Statute (C.R.S.) 29-1-101 through 29-1-115 in establishing the budgetary data reflected in the 2018 Budget and in the financial statements:

1. Prior to October 15, the budget officer submits to the District's Board a proposed operating budget for the year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain the taxpayer's comment.
3. Prior to December 15, the budget is legally adopted through passage of a resolution, making appropriation for the budget year.
4. Formal budgetary integration with current financial statements is employed as a management control device during the year at the Board of Director's monthly meetings.
5. The budget for the General Fund is adopted on a modified accrual basis except for debt service payments which are shown using the cash basis.
6. Appropriations lapse at the end of each calendar year.
7. The District's Board may authorize supplemental appropriations during the year.

Granby Sanitation District provides wastewater treatment services an area including the Town of Granby, areas adjacent to the Town and the SilverCreek Water and Sanitation District. The 2019 service fee revenues are based on an anticipated 3,025 single-family equivalent units multiplied by a \$32.00/month/SFE sewer service fee. Approximately 1,237 of which are to be served within the boundaries of Granby Sanitation District, 554 to be served by SilverCreek Water and Sanitation District and 1,234 served by the Town of Granby (outside of Granby Sanitation District boundaries). Sewer service fees increased from \$25.00 to \$26.50 on January 1, 2012. As of January 1, 2014, sewer service fees increased from \$26.50/sfe/month to \$32.00/sfe/month. In 1998 the District established an unrestricted operating contingency fund to be used to maintain and repair the District's aging plant equipment and collection system. In addition to sewer service fees, other revenues are generated from the sale of District generated soil amendment and rent for the Grand County Animal Shelter facilities. In 2004 the District entered into an Agreement to Treat Sewage with the Town of Granby related to wastewater treatment for properties referred to as "exclusion lands." In 2006 The District entered into a second agreement with the Town of Granby related to wastewater treatment for properties referred to as "expansion lands." As a result, the District expects to receive \$10,000 in 2019 to reimburse the District for additional administrative and operational costs that are expected to be incurred. The Town of Granby needed these Agreements as part of their efforts to exclude properties previously served by SilverCreek Water and Sanitation District. These other revenues, in addition to any surplus of sewer service fees minus operating

expenses, will be added to the unrestricted operating contingency fund, which is included in the Ending Fund Balance. Likewise, there may be maintenance and repair items that will need to be funded from this unrestricted operating contingency fund and again, the change in this fund will be reflected in the Ending Fund Balance. The unrestricted operating contingency fund will accumulate any surplus or reflect spending from year to year. Plant investment fees and interest earned on the District's investments are added to the District's capital outlay fund.

In 2006 the District applied for and received a loan in the amount of \$4,810,728 through the Colorado Water Pollution Control Revolving Funds. This loan is administered by the Colorado Water Resources and Power Development Authority and is funded by the issue of revenue bonds. Voter approval for revenue bonds is not required since the District qualifies as an "enterprise" as defined by the TABOR Amendment. The District will make semi-annual debt service payments, which began on August 1, 2006 and will end August 1, 2027 and are included in the budget. The balance of the loan proceeds were spent in 2009 to fund the 1.0 mgd wastewater treatment plant expansion/upgrade project, which was completed in the fall of 2008. In 2016 a refinancing of the bond issue was completed by the Colorado Water Resources and Power Development Authority resulting in refunding credits which reduce loan interest. This savings began with the August, 2016 debt service payment.

Beginning April 4, 2012 plant investment fees increased from \$6,500.00 to \$8,500.00 for each single family equivalent after the Board of Directors' consideration of the estimated cost of plant expansion and the District's need to comply with current and future discharge permit requirements. Plant Investment Fees are used for capital improvements to the wastewater treatment plant or collection system. The sale of 43 plant investment fees is budgeted for 2019.

In 1992 the Board of Directors resolved to restrict a portion of the District's retained earnings to provide for potential unemployment claims. The District has always been self-insured for unemployment purposes and the Board of Directors decided it would be prudent to set aside funds for any potential claims. The Board increased the unemployment restricted funds from \$12,000 to \$66,000 in 2012, resulting in \$66,000 in the Ending Fund Balance.

The expenses for the District as listed in the budget are fairly self-explanatory. Budgeted legal fees are for both necessary and potential legal expenses anticipated by the District. It should be noted that legal fees may increase should unexpected litigation occur. There are funds available in the unrestricted operating contingency fund should additional expenses be incurred. The District's in-vessel composting facility to process the District's biosolids into a reusable "class A" biosolids product was put into operation in 2006. It is expected that the District will generate revenue from the sale of this compost product. Increases in fuel, electricity, plant heat, insurance premiums and operation and maintenance expenses have been experienced and are expected to continue in 2019 and are also incorporated into the 2019 budget. In 2013 an additional operating expenditure line was included to cover the cost of compliance laboratory testing that is anticipated as a requirement of the District's discharge permit renewal, and cannot be conducted in the District's on-site laboratory.

Salaries and Fringe Benefit expenses are related to the District's employees consisting of three full-time plant operators, one full-time laborer, the Operations Superintendent and District

Administrator. Wage increases are budgeted throughout the year for the wastewater treatment plant operators in the event that advanced certifications are obtained. Cost-of-living increases may be considered and awarded, as well as merit increases based upon performance evaluation results, budget status and economic conditions.

Even though the District is operating as an Enterprise Fund, as defined under the Tabor Amendment, the Board of Directors will set continue to fund an emergency reserve provision as provided for under the amendment. The 2019 emergency reserve fund balance is \$28,624.00, which is 3% of the estimated 2019 operating expenditures of \$954,157.00. This emergency reserve makes up the remainder of the Ending Fund Balance.

Capital outlay expenditures are for anticipated and contingent system improvements. These funds are budgeted for additions and upgrades to or expansion of the treatment plant, upgrades to the collection system or for potential expenditures necessary to upgrade the system due to increased Federal and State regulation. In 2008 the District's construction project to expand wastewater treatment capacity to 2.0 mgd, add some nutrient removal treatment and remodel administrative space was completed. Capital expenditures of \$500,000.00 are included in the District's 2019 budget for a new utility work truck, a used dump truck and collection system/manhole rehabilitation.

The budgetary basis of accounting used by the District for the 2019 budget is the modified accrual basis.

**RESOLUTION TO ADOPT BUDGET**  
**(Pursuant to 29-1-108, C.R.S.)**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND, AND ADOPTING A BUDGET FOR THE GRANBY SANITATION DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE 1ST DAY OF JANUARY, 2019, AND ENDING THE LAST DAY OF DECEMBER, 2019.

WHEREAS, the Board of Directors for the Granby Sanitation District has appointed Tammara K. Granger, District Administrator, to prepare and submit a proposed budget to said governing body at the proper time and;

WHEREAS, Tammara K. Granger, District Administrator, has submitted a proposed budget to this governing body on October 10, 2018, for its consideration.

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 14, 2018, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GRANBY SANITATION DISTRICT, COLORADO:

Section 1. That estimated expenditures for each fund are as follows:

General Fund	\$ 6,768,421
Restricted Funds	<u>94,624</u>
	<u>\$ 6,863,045</u>


Section 2. That estimated revenues for each fund are as follows:

General Fund:	
From unappropriated surpluses	\$ 5,246,733
From sources other than general property tax	<u>1,616,312</u>
	<u>\$ 6,863,045</u>

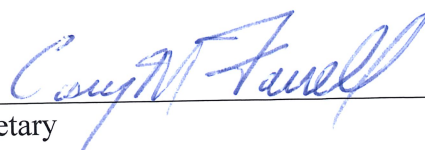
Section 3. That the budget as submitted, amended, and summarized by fund, is approved and adopted as the budget of the Granby Sanitation District for the year stated above.

Section 4. That the budget hereby approved and adopted shall be signed by the President and Secretary, and made a part of the public records of the District.

ADOPTED, this 14th day of November, A.D., 2018.

  
\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
Secretary

**RESOLUTION TO APPROPRIATE SUMS OF MONEY  
(Pursuant to Section 29-1-108, C.R.S.)**

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE GRANBY SANITATION DISTRICT, COLORADO, FOR THE 2019 BUDGET YEAR.

WHEREAS, The Board of Directors has adopted the annual budget in accordance with the Local Government Budget Law, on November 14, 2018, and;

WHEREAS, the Board of Directors has made provisions therein for revenue in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

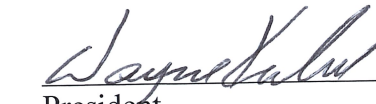
WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Granby Sanitation District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GRANBY SANITATION DISTRICT, COLORADO:

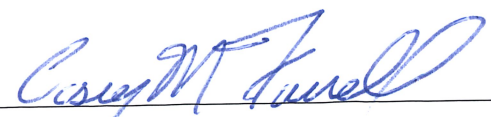
Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated:

General Fund	
Current Operation Expenses	\$ 954,137
Debt Service Payment	311,372
Capital Outlay	500,000
Unrestricted Operating Contingency	5,000,937
Emergency Reserve adjustment	1,975
Restricted Funds	<u>94,624</u>
Total General Fund	<u>\$6,863,045</u>

ADOPTED, this 14th day of November, A.D., 2018.

  
\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
Secretary

## RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2018, TO HELP DEFRAY THE COSTS OF GOVERNMENT OF THE GRANBY SANITATION DISTRICT, COLORADO FOR THE 2019 BUDGET YEAR.

WHEREAS, the Board of Directors of the Granby Sanitation District has adopted the annual budget in accordance with the Local Government Budget Law, on November 14, 2018, and;

WHEREAS, the local 2018 valuation for assessment for Granby Sanitation District, as certified by the County Assessor is \$18,957,150.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GRANBY SANITATION DISTRICT, COLORADO:

Section 1. That for the purpose of meeting all debt service obligation of Granby Sanitation District during the 2019 budget year, there is hereby levied a tax of 0.00 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the taxable year 2018.

Section 2. That for the purpose of meeting all general operating expenses of Granby Sanitation District during the 2019 budget year, there is hereby levied a tax of 0.00 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the taxable year 2018.

Section 3. That for the purpose of meeting all capital expenditures of Granby Sanitation District during the 2019 budget year, there is hereby levied a tax of 0.00 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the taxable year 2018.

Section 4. That the President is hereby authorized and directed to immediately certify to the County Commissioners of Grand County, Colorado, the mill levies for the Granby Sanitation District as hereinabove determined and set.

ADOPTED, this 14th day of November, A.D., 2018.

  
\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
Secretary



**RESOLUTION TO SET MILL LEVIES  
AMENDED**

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2018, TO HELP DEFRAY THE COSTS OF GOVERNMENT OF THE GRANBY SANITATION DISTRICT, COLORADO FOR THE 2019 BUDGET YEAR.

WHEREAS, the Board of Directors of the Granby Sanitation District has adopted the annual budget in accordance with the Local Government Budget Law, on November 14, 2018, and;

WHEREAS, the local 2018 valuation for assessment for Granby Sanitation District, as certified by the County Assessor is \$18,782,750.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GRANBY SANITATION DISTRICT, COLORADO:

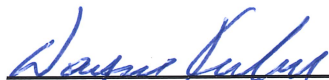
Section 1. That for the purpose of meeting all debt service obligation of Granby Sanitation District during the 2019 budget year, there is hereby levied a tax of 0.00 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2018.

Section 2. That for the purpose of meeting all general operating expenses of Granby Sanitation District during the 2019 budget year, there is hereby levied a tax of 0.00 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2018.

Section 3. That for the purpose of meeting all capital expenditures of Granby Sanitation District during the 2019 budget year, there is hereby levied a tax of 0.00 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2018.

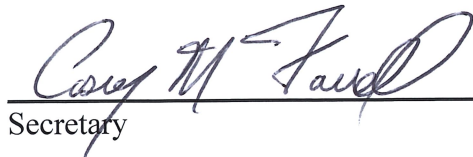
Section 4. That the President is hereby authorized and directed to immediately certify to the County Commissioners of Grand County, Colorado, the mill levies for the Granby Sanitation District as hereinabove determined and set.

ADOPTED, this 12th day of December, A.D., 2018.



\_\_\_\_\_  
President

Attest:



\_\_\_\_\_  
Secretary

GENERAL FUND BUDGET  
GRANBY SANITATION DISTRICT  
JANUARY 1, - DECEMBER 31, 2019

b

ESTIMATED REVENUES	ACTUAL PRIOR YEAR 2017	ESTIMATED CURRENT YEAR 2018	\$32/mo/sfe FINAL BUDGET 2019
BEGINNING FUND BALANCES - JANUARY 1ST	3,590,608	3,901,903	5,246,733
<b>OPERATING REVENUES</b>			
Sewer Service Fees	1,124,256	1,139,760	1,153,344
Town of Granby Agreement	10,000	10,000	10,000
Compost Sales	1,281	1,544	1,000
Other - Miscellaneous	6,605	7,538	0
Sales Tax Service Fee	0	0	0
Other - Animal Shelter Rent	9,664	9,664	9,664
Other - Sale of Equipment	0	0	0
Total Operating Revenues	1,151,806	1,168,506	1,174,008
<b>NON-OPERATING REVENUES</b>			
Facility/Inclusion Fees	0	924,690	0
Plant Investment Fees	144,500	369,750	365,500
Interest Earned	31,828	70,584	76,804
CWRPDA Revenue Bond Proceeds	0	0	0
Total Non-Operating Revenues	176,328	1,365,024	442,304
<b>TOTAL AVAILABLE FUNDS</b>	4,918,742	6,435,433	6,863,045
<b>ESTIMATED EXPENDITURES</b>			
<b>OPERATING EXPENSES</b>			
<b>ADMINISTRATION</b>			
Director's Fees	5,300	6,200	9,600
Insurance	28,913	27,733	31,308
Permit Fees	6,494	7,962	8,778
Office	11,238	14,608	13,670
Legal	14,737	13,875	25,000
Audit	6,660	6,850	7,330
Dues	5,425	5,821	6,112
Administrative Salary	62,153	65,642	72,935
Election	0	53	0
	140,920	148,744	174,733
<b>UTILITIES</b>			
Telephone	3,595	2,842	2,985
Plant Heat	10,058	10,292	11,012
Electricity	90,688	90,010	105,122
Trash Removal	2,225	2,426	2,550
	106,566	105,570	121,669
<b>PLANT OPERATIONS</b>			
Plant Maintenance	43,566	58,836	80,874
Collection System	3,255	10,383	12,157
Engineering	500	22,000	20,000
Operation Salaries	205,043	233,795	279,018
Fringe Benefits	129,540	155,797	195,520
Payroll Taxes	4,257	4,848	5,839
Unemployment pmts in lieu of tax	0	0	0
Training and Travel	2,352	3,583	5,000
Auto and Truck	6,716	5,635	7,435
Operating Supplies	35,181	57,805	41,587
Compliance Lab Testing	7,448	9,922	10,305
	437,858	562,604	657,735
	685,344	816,918	954,137
<b>TOTAL OPERATING EXPENSES</b>			
<b>NON-OPERATING EXPENSES</b>			
Debt Service Pmts - CWRPDA revenue bond	304,859	312,620	311,372
Capital Outlay	26,636	55,214	500,000
Emergency Reserve Adjustment	0	3,948	1,975
<b>TOTAL NON-OPERATING EXPENSES</b>	331,495	371,782	813,347
<b>UNRESTRICTED/RESTRICTED FUNDS</b>			
Unrestricted	3,815,343	5,156,225	5,000,937
Restricted CWRPDA Revenue Bond Proceeds	0	0	0
Restricted Unemployment Reserve	66,000	66,000	66,000
Restricted Emergency Reserve	20,560	24,508	28,624
<b>TOTAL UNRESTRICTED/RESTRICTED FUNDS</b>	3,901,903	5,246,733	5,095,561
<b>TOTAL EXPENDITURES</b>	4,918,742	6,435,433	6,863,045
<b>ENDING FUND BALANCE - DECEMBER 31st</b>	0	0	0

GRANBY SANITATION DISTRICT  
PROPOSED BUDGET WORKSHEET  
BUDGET YEAR 2019

	2017	2018	2018	2018	2019
	Actual	To Date	Budget	Estimated	Budget
<b>OPERATIONS</b>					
<b>BEGINNING FUND BALANCE</b>	3,660,570	4,127,032	4,073,453	4,127,032	4,478,620
<b>REVENUES</b>					
Service Fees	1,124,256	853,196	1,128,288	1,139,760	1,153,344
Town of Granby Agreement	10,000	7,500	10,000	10,000	10,000
Compost Sales	1,281	1,084	1,000	1,544	1,000
Other - Miscellaneous	6,605	7,538	0	7,538	0
Sales Tax Service Fee	0	0	0	0	0
Other-Animal Shelter Rent	9,664	6,443	9,664	9,664	9,664
Other-Sale of Equipment	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>1,151,806</b>	<b>875,761</b>	<b>1,148,952</b>	<b>1,168,506</b>	<b>1,174,008</b>
<b>FUNDS AVAILABLE</b>	<b>4,812,376</b>	<b>5,002,793</b>	<b>5,222,405</b>	<b>5,295,538</b>	<b>5,652,628</b>
<b>EXPENDITURES</b>					
<b>ADMINISTRATION</b>					
Director's Fees	5,300	3,200	9,600	6,200	9,600
Insurance	28,913	18,400	31,777	27,733	31,308
Permit Fees	6,494	7,962	6,556	7,962	8,778
Office	11,238	10,945	14,932	14,608	13,670
Legal	14,737	7,250	25,000	13,875	25,000
Audit	6,660	6,850	7,126	6,850	7,330
Dues	5,425	5,821	6,000	5,821	6,112
Administrative Salary	62,153	40,842	69,734	65,642	72,935
Election	0	53	2,000	53	0
	<b>140,920</b>	<b>101,323</b>	<b>172,725</b>	<b>148,744</b>	<b>174,733</b>
<b>UTILITIES</b>					
Telephone	3,595	2,528	3,864	2,842	2,985
Plant Heat	10,058	5,852	10,876	10,292	11,012
Electricity	90,688	58,003	102,060	90,010	105,122
Trash Removal	2,225	1,516	2,433	2,426	2,550
	<b>106,566</b>	<b>67,899</b>	<b>119,233</b>	<b>105,570</b>	<b>121,669</b>
<b>PLANT &amp; COLLECTION</b>					
Plant Maintenance	43,566	17,202	63,025	58,836	80,874
Collection System	3,255	4,523	16,515	10,383	12,157
Engineering	500	0	10,000	22,000	20,000
Operation Salaries	205,043	145,088	245,407	233,795	279,018
Fringe Benefits	129,540	111,651	175,249	155,797	195,520
Payroll Taxes	4,257	2,941	5,305	4,848	5,839
Unemployment In Lieu Of Taxes	0	0	0	0	0
Training & Travel	2,352	2,423	7,000	3,583	5,000
Auto & Truck	6,716	2,355	11,141	5,635	7,435
Operating Supplies	35,181	31,862	52,585	57,805	41,587
Compliance Lab Testing	7,448	5,422	10,105	9,922	10,305
	<b>437,858</b>	<b>323,467</b>	<b>596,332</b>	<b>562,604</b>	<b>657,735</b>
	<b>685,344</b>	<b>492,689</b>	<b>888,290</b>	<b>816,918</b>	<b>954,137</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>4,127,032</b>	<b>4,510,104</b>	<b>4,334,115</b>	<b>4,478,620</b>	<b>4,698,491</b>
<b>NON-OPERATING</b>					
<b>BEGINNING FUND BALANCE</b>	-69,962	-225,129	-222,549	-225,129	768,113
<b>REVENUES</b>					
Facility/Inclusion Fees	0	613,690	0	924,690	0
Plant Investment Fees	144,500	255,000	42,500	369,750	365,500
Interest Earned	31,828	43,723	27,741	70,584	76,804
CWRPDA Revenue Bond Proceeds	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>176,328</b>	<b>912,413</b>	<b>70,241</b>	<b>1,365,024</b>	<b>442,304</b>
<b>FUNDS AVAILABLE</b>	<b>106,366</b>	<b>687,284</b>	<b>-152,308</b>	<b>1,139,895</b>	<b>1,210,417</b>
<b>EXPENDITURES</b>					
Debt Service-CWRPDA rev bonds	304,859	312,620	312,620	312,620	311,372
Capital - Plant, Equip, Veh, Lines	26,636	40,214	47,000	55,214	500,000
Unrestricted/Restricted/Reserves	0	0	3,821,225	0	5,095,561
% Reserve Adjustment	0	0	962	3,948	1,975
<b>TOTAL EXPENDITURES</b>	<b>331,495</b>	<b>352,834</b>	<b>4,181,807</b>	<b>371,782</b>	<b>5,908,908</b>
<b>ENDING FUND BALANCE</b>	<b>-225,129</b>	<b>334,450</b>	<b>-4,334,115</b>	<b>768,113</b>	<b>-4,698,491</b>
<b>FUND BALANCE SUMMARY</b>					
Operating	3,660,570	4,127,032	4,334,115	4,127,032	4,698,491
Non-Operating	-311,689	247,890	-4,334,115	677,605	-4,698,491
Unrestricted Operating Contingent	466,462	383,072	3,728,576	351,588	5,000,937
Restricted - Unemployment claims	66,000	66,000	66,000	66,000	66,000
% Emergency Reserve	20,560	20,560	26,649	24,508	28,624
<b>TOTAL FUND BALANCE</b>	<b>3,901,903</b>	<b>4,844,554</b>	<b>3,821,225</b>	<b>5,246,733</b>	<b>5,095,561</b>